At Hoc – Fort Leavenworth MWN

Fort Leavenworth Mass Warning Notification System





A quick overview



The Fort Leavenworth Mass Warning Notification (MWN) system is coming to a computer near you. You may see the AtHoc icon in the system tray of your computer and/or you may also start receiving pop-up messages. This system will allow you to receive messages that the command feels you need.























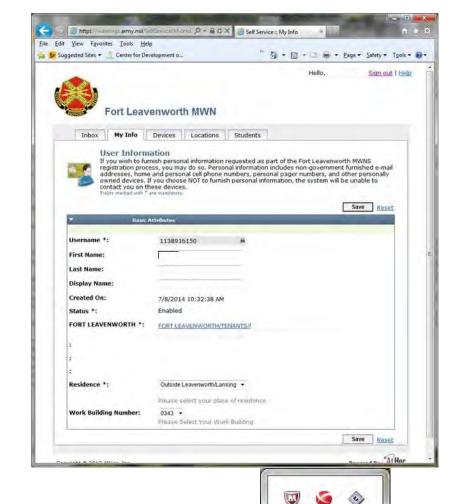




For the system to operate accurately you need to complete some user data fields. This process should not take more than 5 min.

- Launch the application using the Purple Globe in your system tray and "Access Self Service".
- Complete the blocks required by the system. Look at the following screen shots for more detailed information.
- If you are interested in using the free <u>AtHoc Notifier</u> app, download it to your iOS or Android device and follow the registration instructions.

For those using the AtHoc Notifier App, you need to input the "Organization Code", which is "**USA-LEAVEN**".













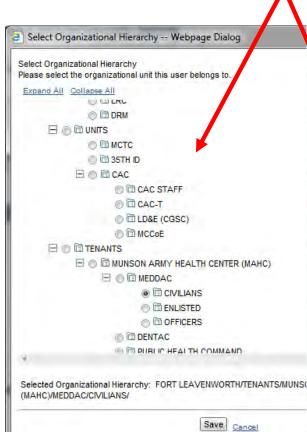






Username is your CAC ID number, populate your data as appropriate

In the **Organizational Hierarchy**, you'll need to select your organization so you receive the correct messages.



Fort Leavenworth MWN

Inbox My Info Devices Locations Students

User Information

If you wish to furnish personal information requested as part of the Fort Leavenworth MWNS registration process, you may do so. Personal information includes non-government furnished e-mail addresses, home and personal cell phone numbers, personal pager numbers, and other personally owned devices. If you choose NOT to furnish personal information, the system will be unable to contact you on these devices.

Save Reset

Save

Fields marked with # are mandatory.

---- A 3013 ALII--

Basic Attributes		
Username *: Pirst Name: Last Name:		
Display Name: Created On: Status *	7/8/2014 10:32:38 AM Enabled	
FORT LEAVENWORTH *:	FORT LEAVENWORTH/TENANTS/	
: Residence *:	Outside Leavenworth/Lansing ▼	
	Please select your place of residence	
Work Building Number:	Please Select Your Work Building	



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Fields marked with * are mandatory.

Basic A	Attributes	
Username *:		
irst Name:		
ast Name:		
Display Name:		
Created On:	7/8/2014 10:32:38 AM	
Status *:	Enabled	
FORT LEAVENWORTH *:	FORT LEAVENWORTH/TENANTS/	
Residence *:	Outside Leavenworth/Lansing ▼	
	Please select your place of residence	
Work Building Number:		
	Please Select Your Work Building	

Save

Reset

Residence data field may be used to target messages only to those who live on the installation, live in the Leavenworth/Lansing city limits, or only those that live outside of Leavenworth/Lansing for a phased release. Select from the drop down list.

Work Building Number may be used to target a specific building with information. Select your primary work building.

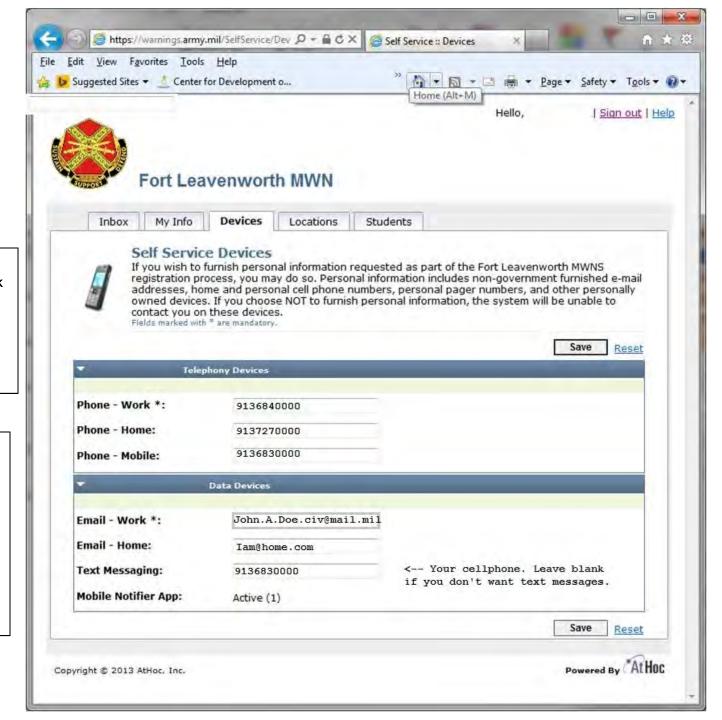
Telephony Devices

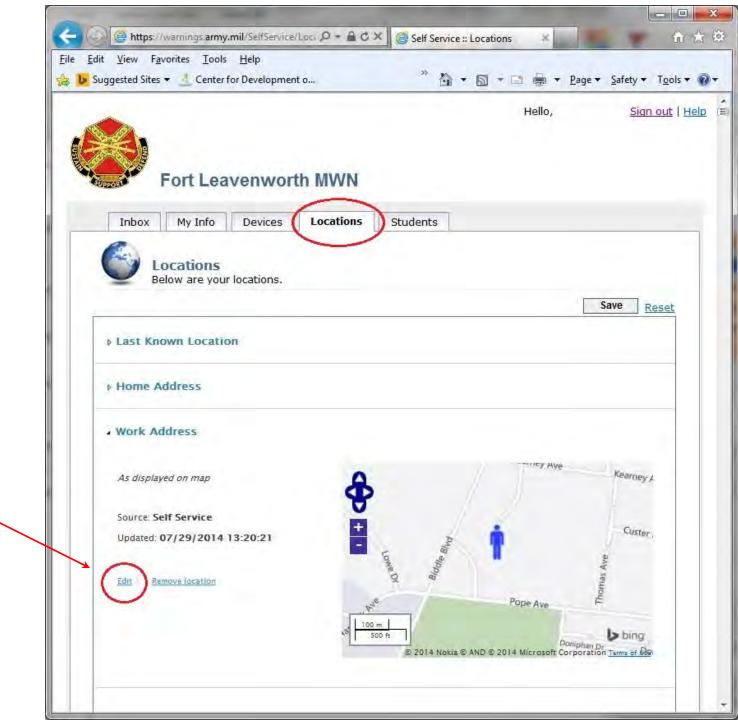
Your telephone devices. Your work number is required.
Without home and/or mobile numbers you will not receive any closure notifications or other important notifications.

Data Devices

Work e-mail is required. Your home / text messaging numbers will allow you to also receive closure, or delay information.

The Mobile Notifier App will self populate if you install the <u>AtHoc Notifier</u> on your cell phone.





Work Address
Select the Edit Button

Edit Location

Type in your street address in the box, the map will then show your location.

Select the "Hybrid" view. The symbol will show your location.

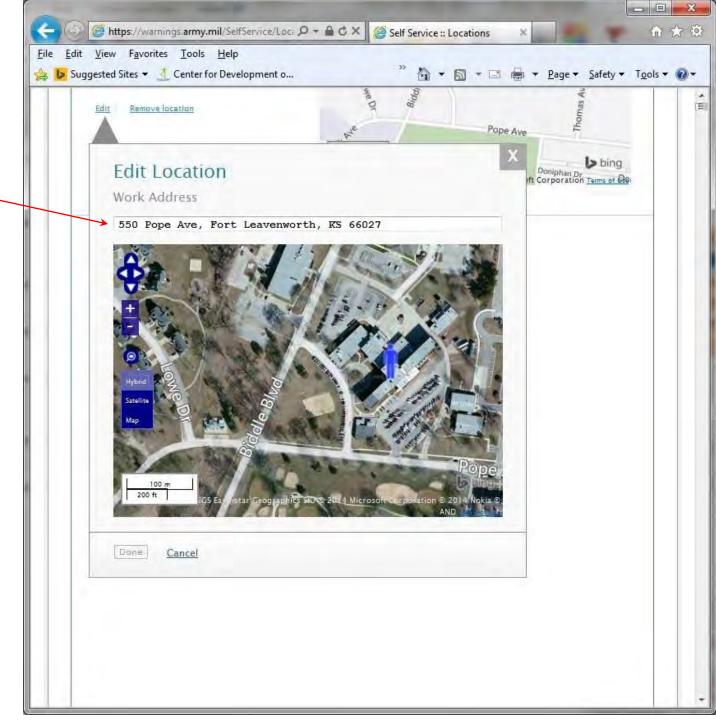
You can "fine-tune" the location by moving the symbol on the map.

This process enables the system to issue alerts based on map inputs. i.e. a tornado watch box can be drawn on the alert. The alert can be set to only notify those who work inside that box.

This will also work if you edit and add your home address.

Last Known Location

This only works if you install the <u>ATHoc Notifier</u> app on your cell phone and only if you have "locations" on your cell phone turned on.

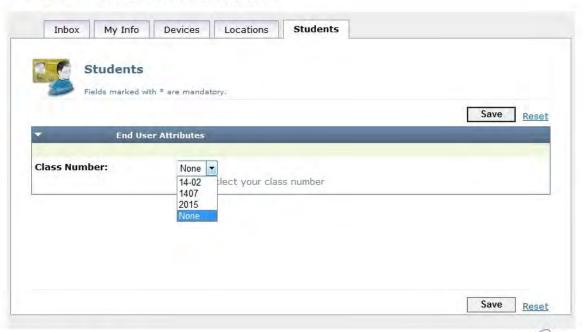




Fort Leavenworth MWN

STUDENTS

If you are a military student at Fort Leavenworth, please select your class information. You will be automatically removed within 30 days after you leave.



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This is a sample desktop popup that we'll now be able to receive at Fort Leavenworth.



Contact Information Update

This is a notification from the Fort Leavenworth Mass Notification System. Please follow the steps below to update your information.

- 1) Right click on the purple globe located in the bottom right hand side of your toolbar
- 2) Select "Update My Info" and update any information that is listed.
- 3) Click "Save"
- Select "Devices" tab and update your telephony and data devices.
- 5) Click Save".
- Select "Locations" tab and update your home and work address. Make sure to place the "Blue Placement" on top of your actual building.
- 7) Click "Save"

Thank you

Please Respond:

- Acknowledge
- 👂 No longer on Ft. Leavenworth, please remove me

Respond and Close

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